



MARYLAND DEPARTMENT OF JUVENILE JUSTICE

SECRETARY'S DIRECTIVE

OPI: Division of Departmental Support – Office of Personnel Management
NUMBER: SD D1211-03-02
EFFECTIVE DATE: June 18, 2003
SUBJECT: Selection and Certification Standards for Mandated Positions

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1. **PURPOSE AND SCOPE.** The Department of Juvenile Justice (DJJ) Secretary establishes this Selection and Certification Standards for Mandated Positions Directive to communicate the standards required for permanent appointments in DJJ mandated positions.
2. **POLICY.** It is the Department of Juvenile Justice policy that a candidate for employment in a mandated position shall fulfill the selection and certification standards established by DJJ and The Maryland Correctional Training Commission (MCTC), and satisfactorily complete a probation period before receiving a permanent appointment. Should there be conflict between these standards and earlier DJJ job specifications or employment procedures, these standards shall take precedence, pursuant to State law.
3. **PROGRAM OBJECTIVES.** The expected results of this policy are that DJJ:
 - a. Provides clear expectations for staff to comply with the standards of MCTC; and
 - b. Candidates for employment in mandated positions meet the selection and certification standards.
4. **AUTHORITY.**
 - a. Correctional Services Article, §8-201 et. seq.
 - b. COMAR 12.10
5. **DEFINITIONS.**

Mandated Positions:

 - a. *Mandated Position* means a job classification required to comply with COMAR 12.10.01.
 - b. *Mandated Position* includes a Correctional Officer, Classification Counselor, Institutional Support staff member, Parole and Probation Agent, Monitor, Juvenile Counselor, Youth Supervisor, and Juvenile Justice Support staff member.
6. **ACTION REQUIRED.**
 - a. **General**

Candidates for positions in the Department of Juvenile Justice whose employment responsibility is the investigation, custody, control, or supervision of minors, juvenile delinquents, and youthful offenders who are detained, adjudicated delinquent, committed for placement, awaiting placement, or are otherwise under the supervision and authority of DJJ, are subject to the jurisdiction of MCTC and shall be required to meet certain selection and

certification standards established by the Commission and DJJ.

b. Selection and Certification Standards. Candidates for mandated positions shall meet the following standards in accordance with this directive and MCTC:

- (1) **Age:** Candidates shall be eighteen (18) years or older on the date of appointment.
- (2) **Residency Requirements:** Candidates shall be United States citizens or resident aliens; and submit proof of citizenship or resident alien status. If the candidate is a resident alien, the candidate shall submit a copy of the identification card or other official documentation issued by the Immigration and Naturalization Service of the United States Department of Justice.
- (3) **Educational Requirements:** The State of Maryland job specification sheets shall determine educational requirements for mandated positions.
- (4) **Physical Examinations:** A licensed physician shall perform a physical examination to determine that the candidate is physically fit for the duties of the mandated position and for participation in the training program. Documentation that the candidate is physically fit for the duties of the mandated position shall be maintained by DJJ.
- (5) **Mental Health Examinations:** A licensed mental health care professional shall perform an examination to determine whether the candidate is emotionally and mentally fit for the duties of a mandated position. Documentation that the candidate is emotionally and mentally fit for the duties of the mandated position shall be maintained by DJJ.
- (6) **Oral Interview:** The agency head or designee, as defined by COMAR 12.10.01.1B, shall conduct an interview to determine the candidate's ability to communicate.
- (7) **Drug Screening:** The candidate shall receive a drug screening to test for controlled dangerous substances under COMAR 12.10.01.18. A record of the results shall be maintained by DJJ. If the test results exceed the levels specified under COMAR 12.10.01.18, the candidate may not be hired or retained in employment by DJJ.
- (8) **Prior Substance Abuse:** Subject to COMAR 12.10.01.19, a candidate involved in illegal prior or current use, sale, manufacture, or distribution of controlled dangerous substances may not be acceptable for hiring or retention in employment by DJJ. Such use may be indicated by a background investigation, interview, drug screening or other process. Candidates shall also complete a *Maryland Department of Juvenile Justice Applicant Self Report – Prior Substance Use (Appendix 1)* form as part of this process.
- (9) **Background Investigation:** Pursuant to COMAR 12.10.02.05A, DJJ shall perform a comprehensive background investigation to determine if a candidate is of good moral character and reputation; is emotionally stable; and displays the suitable behavior necessary to perform the duties of the mandated position. The background investigation includes a check of military records; a report from a credit agency

regarding the candidate's current and past credit history; an examination of school records or interviews with school officials if a candidate attended a school within the last five (5) years; verification of the candidate's personal references; and interviews with the candidate's neighbors, current and past employers, and coworkers within the last five (5) years.

- (10) **Criminal History Investigations:** DJJ shall require a candidate to be fingerprinted and to submit these records to the appropriate local, State or Federal agency for a search of criminal record files pursuant to the procedures set out in COMAR 12.10.01.05B. DJJ shall maintain the results of these record checks.
- (11) **Child Protective Services Central Registry:** Candidates considered for employment shall be subject to a background check through the Child Protective Services "Central Registry" of the Maryland State Department of Human Resources. DJJ shall maintain the results of these record checks.

7. EFFECTIVE DATE.

This directive is effective on 6/18/03 and shall remain in effect until rescinded by the Secretary.

8. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded – **00-09, Selection and Certification Standards for Mandated Positions**
- b. Directives/Policies Referenced – (None)

9. FAILURE TO COMPLY.

Failure to obey a Secretary's Directive and/or policy issued with this document shall be grounds for disciplinary action up to and including termination of employment.

Approved: "/s/ signature on original copy"

Kenneth C. Montague, Jr.
Secretary

Appendixes – 1

1. Maryland Department of Juvenile Justice, Applicant Self Report – Prior Substance Use Form

Maryland Department of Juvenile Services Applicant Self Report - Prior Substance Use

Name: _____
Position Applied for: _____
Date Form Completed: _____

Read Carefully!!!

As a requirement of the Maryland Correctional Training Commission (MCTC), COMAR 12.10.01.05, the Department of Juvenile Services (DJS) must ask about the prior substance use of all potential applicants who may be responsible for the investigation, care, custody and supervision of youth. The information acquired from this report is considered sensitive and may not be used other than to ensure that an individual meets the minimum requirements for employment as established by MCTC and DJS.

Instructions:

1. Print or type, do not use pencil.
 2. Provide complete and accurate information to each of the questions asked.
 3. False statements, omissions, or any misrepresentation will be considered grounds for rejection of a candidate or in the case of employment, immediate dismissal.
 4. Applicants are subject to a criminal record check and a medical examination.
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1. Have you ever been involved in the illegal sale, manufacture or distribution of a controlled dangerous substance? Yes ☐ No ☐
2. Have you ever been convicted of a misdemeanor or felony for the sale, manufacture or distribution of a controlled dangerous substance? Yes ☐ No ☐
3. Have you ingested amphetamines (without documented medical authorization)?
Yes ☐ No ☐ If yes, how many times in your life time? _____
4. Have you used amphetamines (without documented medical authorization) within the past three years?
Yes ☐ No ☐ If yes, when was the most recent ingestion? _____
5. Have you ingested barbiturates (without documented medical authorization)?
Yes ☐ No ☐ If yes, how many times in your life time? _____
6. Have you used barbiturates (without documented medical authorization) within the past three years?
Yes ☐ No ☐ If yes, when was the most recent ingestion? _____
7. Have you ingested opiates (morphine and/or codeine without documented medical authorization) or others such as opium and heroin?

- Yes ☐ No ☐ If yes, how many times in your life time? _____
8. Have you used any opiates (without documented medical authorization)?
Yes ☐ No ☐ If yes, when was the most recent ingestion? _____
9. Have you ingested cannabis or cannabinoids?
Yes ☐ No ☐ If yes, how many times in your life time? _____
10. Have you used cannabis or cannabinoids within the past three years?
Yes ☐ No ☐ If yes, when was the most recent ingestion? _____
11. Have you ingested cocaine or cocaine metabolite?
Yes ☐ No ☐ If yes, how many times in your life time? _____
12. Have you used cocaine within the past three years?
Yes ☐ No ☐ If yes, when was the most recent ingestion? _____
13. Have you ingested hallucinogens (including PCP, LSD, Mescaline and their derivatives)?
Yes ☐ No ☐ If yes, how many times in your life time? _____
14. Have you used benzodiazepines (without documented medical authorization)?
Yes ☐ No ☐ If yes, how many times in your life time? _____
15. Have you ingested benzodiazepines (without documented medical authorization) within the past three years?
Yes ☐ No ☐ If yes, when was the most recent ingestion? _____
16. Have you used inhalants (including solvents, glue, paint, aerosols, and amyl nitrates)?
Yes ☐ No ☐ If yes, how many times in your life time? _____
17. Have you ingested inhalants including solvents, glue, paint, aerosols and amyl nitrates within the past three years?
Yes ☐ No ☐ If yes, when was the most recent ingestion? _____

I hereby affirm that this application insert contains no willful misrepresentations or falsifications and that this information given by me is true and complete to the best of my knowledge and belief.

Signature

Date



**MARYLAND DEPARTMENT OF JUVENILE JUSTICE
EMPLOYEE STATEMENT OF RECEIPT
(SECRETARY'S DIRECTIVE)**

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APPLICABLE TO: All DJJ Staff

I have received one (1) copy (electronic or paper) of the Secretary's Directive as titled above.

SIGNATURE

PRINTED NAME

DATE

***(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING
WITH PERSONNEL, AS APPROPRIATE.)***